

Technology Guidance and Tips

Child Care State Capacity Building Center and
National Center on Early Childhood Quality Assurance



Microsoft Word

The following guidance was created to provide assistance with some of the most frequently used functions of Microsoft Word, as well as to provide resources for help and training. Please note that the SCBC and ECQA templates exist as resources to make formatting easier and more straightforward. They can be found at <https://workspace.icfi.com/hscd/ees/occp/SCBC/Templates/Forms/AllItems.aspx> and <https://workspace.icfi.com/hscd/ees/occp/Quality/Templates/Forms/AllItems.aspx>, respectively, and will also be available in the Center Resources of each workspace.

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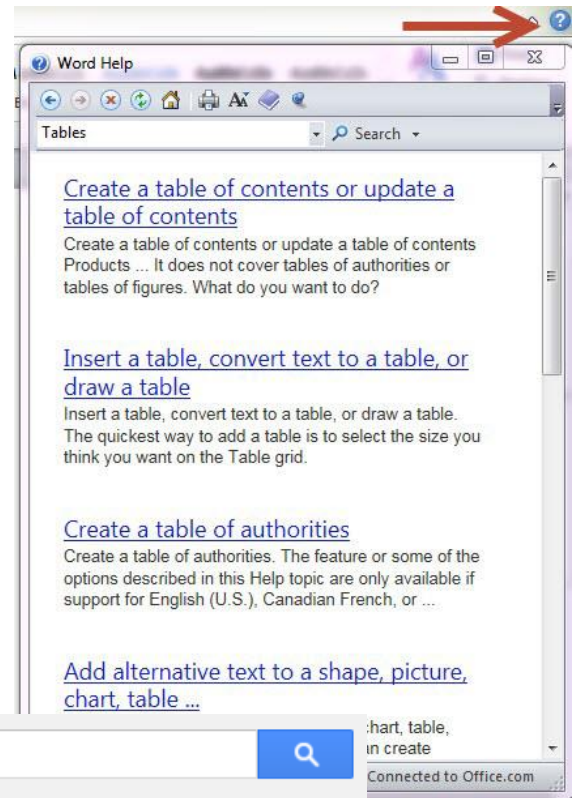
How to Find Help

Use the Word Help Function

Word Help offers extensive details about the many features and shortcuts available within the program. Click on the **question mark** at the top right of the screen and use general or specific search words depending on what you need to do (e.g., **tables** vs. **inserting a row in a table**). Click on the desired topic for more information.

Use Google to Find Help

Google searches can provide helpful links to how-to documents and tutorials. In order to target the most useful information, be very specific about what you are searching for. It may be necessary to browse several different articles to locate the specific information. If you do not find what you are looking for, try another search using different terminology. The articles you review might give you additional ideas about how to phrase your question.

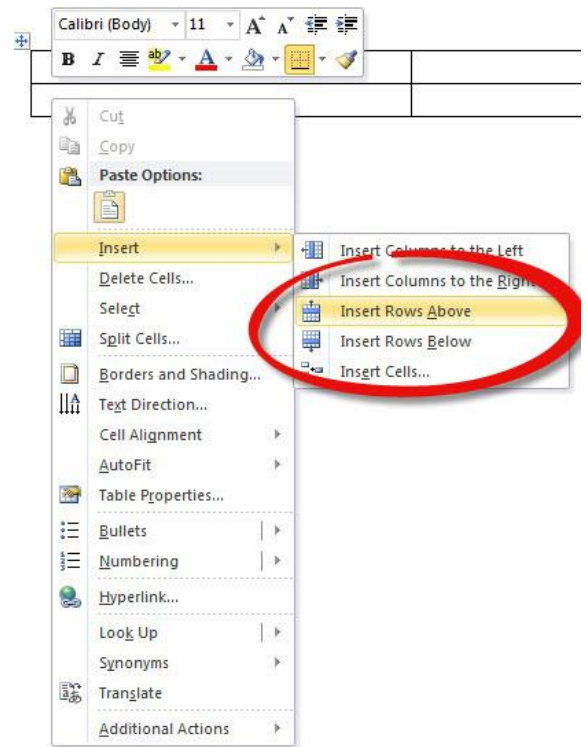


Specific Functions: How To...

Format a Table

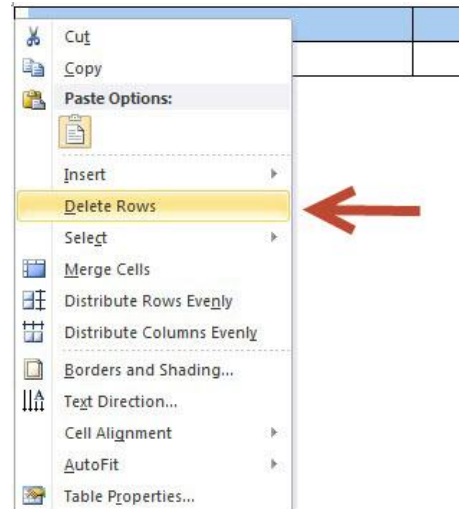
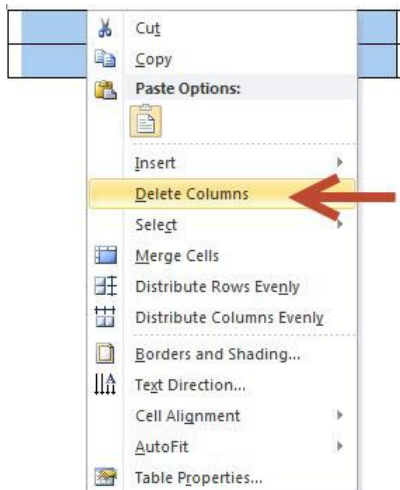
Add a Column or Row

1. Right click in a cell to the left or right of where you want to add a column, OR right click in a cell above or below where you want to add a row.
2. On the shortcut menu, point to **Insert** and choose your desired command. [Video How-To!](#) (The column or row inserted will have the same properties as the column or row you clicked on (i.e., If you clicked on a merged row it will insert another merged row).



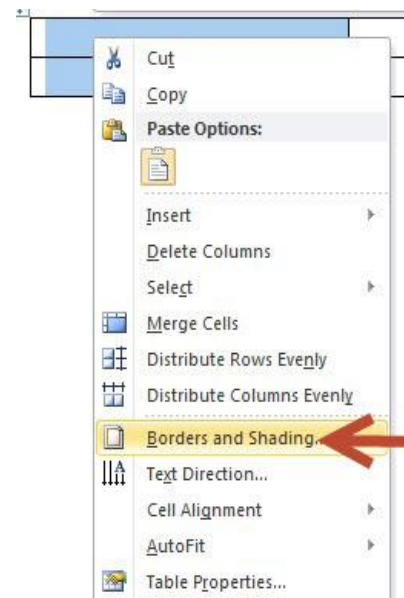
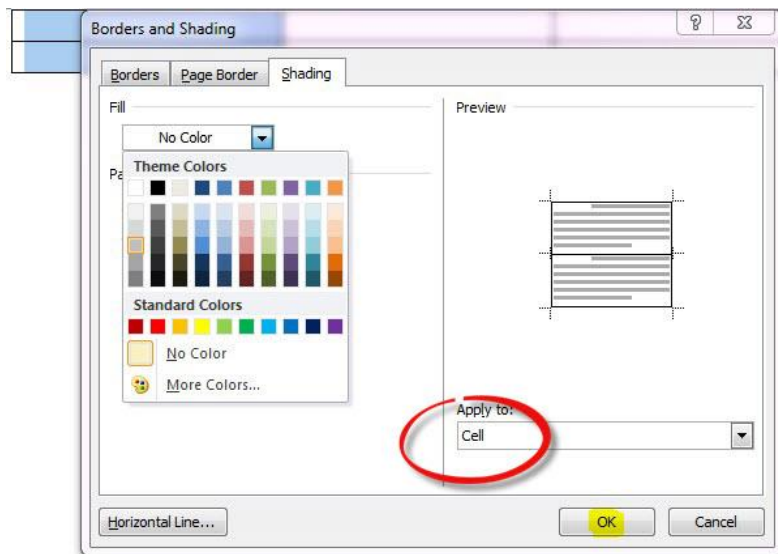
Delete a Column or Row

1. Position your cursor and select the column or row you want to delete by clicking to the left of the row OR the column's top gridline.
2. Right click on the **column** or **row**, click **delete cells**, and select **delete columns** or **delete rows**.

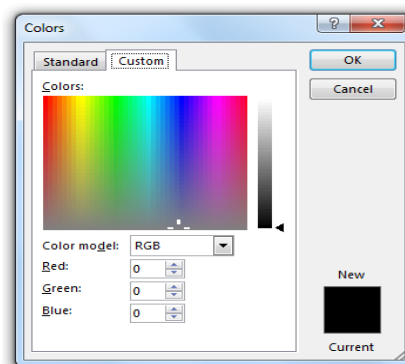


Add Shading

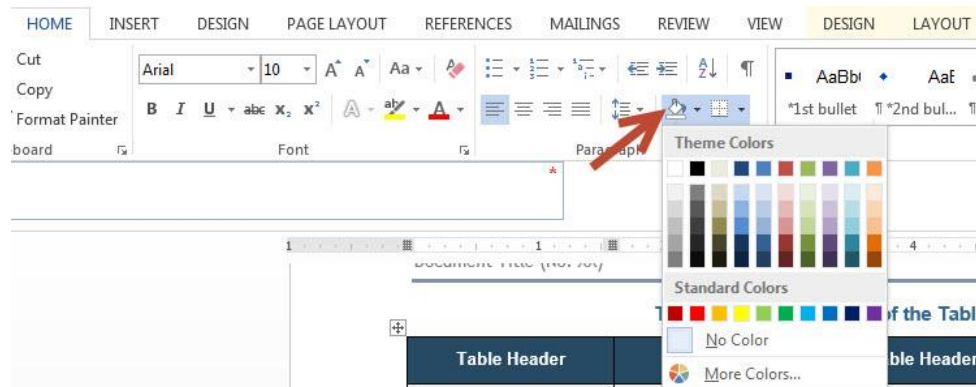
1. Position your cursor and highlight the column, row, or cell you wish to shade.
2. Right click on the highlighted section and locate **Borders and Shading**.
3. Click on the **Shading** tab, select the color choice, and click **OK**. Make sure to choose whether to highlight the cell(s) or the entire table.



Tip: If you want to shade a cell the same color as an existing cell but are unsure what color was used, highlight the already shaded cell, and follow the steps above. You will see that one of the colors has a dark border around it, indicating it is the selected color. If you do not see one with a border you can click on **More Colors** and then on the **Custom** tab. You can then copy the code for the exact color that was used. Repeat these same steps on the column you want to shade and enter the color code. Many of the approved ACF colors can be created by using the custom color tab. ACF approved colors can be found [here](#).



Alternatively, you can shade a cell or cells by selecting the cells for shading and clicking the **paint bucket icon** on the **Home** tab.



Repeat Header Row [Video How-To!](#)

1. Select the heading row or rows. The selection must include the first row of the table.
2. Under the **Layout Tab**, click **Repeat Header Rows**.

Allow Table to Break Across Pages [Video How-To!](#)

1. Click in the table.
2. Click the **Layout** tab.
3. Click **Properties**, and then click the **Row** tab.
4. Click the **Allow row to break across pages** check box.

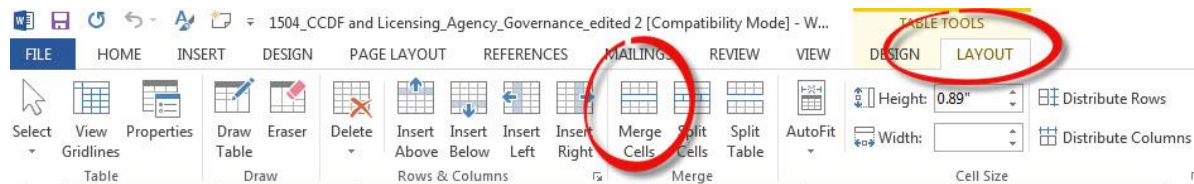


Tip: if you do **not** want rows to break across pages, simply *uncheck* the “Allow row to break across pages” box. However, you must be careful when you do not allow the rows to break across a page. If the text is too large to fit on one page, and the “allow row to break across page” is unchecked, any excess text will be hidden from view.

Merge and Split Cells

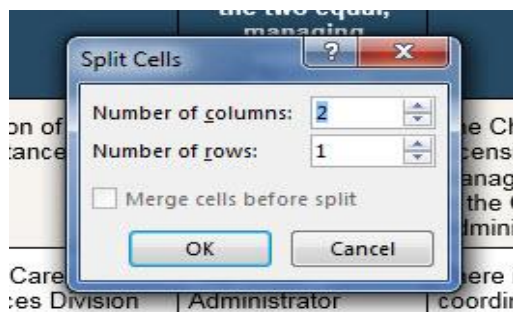
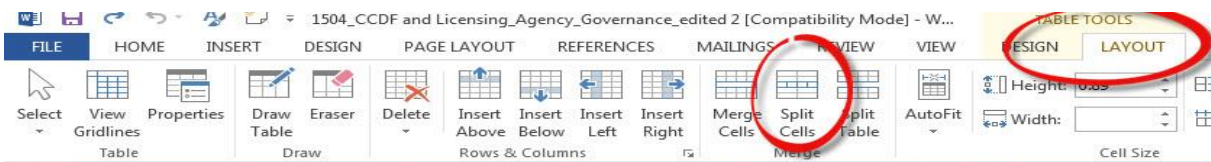
How to merge (combine) cells:

1. Select the cells that you want to merge. When you select the cells, the **Layout** tab will appear on the toolbar.
2. When you are ready to merge (or combine) the cells, select the **Merge Cells** button located in the top toolbar.



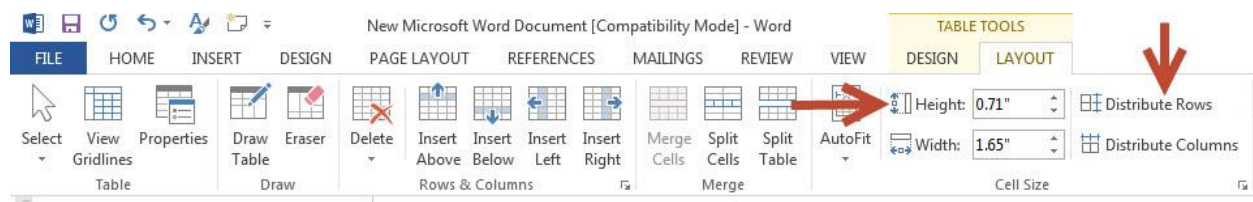
How to split (break) cells

1. To split a cell in order to create multiple cells, select the cell(s) you want to split. Once the cells are selected, the **Layout** tab will appear on the toolbar.
2. When you are ready to split the cells, select the **Split Cells** button located in the top toolbar. After clicking **Split Cells** button, a second box will appear where you can enter the number of rows and columns you want to create after splitting the cell(s).



Size and Distribute Rows and Columns Evenly

1. To use your mouse, rest the cursor on right side of the column (or bottom of the row) boundary you want to move until it becomes a resize cursor \leftrightarrow , and then drag the boundary until the column is the width you want.
2. To change the width to a specific measurement, click a cell in the column that you want to resize. On the **Layout** tab, in the **Cell Size** group, click in the **Table Column Width** box, and then specify the options you want.
3. To make the columns in a table automatically fit the contents, click on your table. On the **Layout** tab, in the **Cell Size** group, click **AutoFit**, and then click **AutoFit Contents**.



Tip: To distribute rows and columns evenly do the following: [Video How-To!](#)

1. Select the whole table. Two new Table Tools tabs (Design and Layout) will appear in the Ribbon when the table is selected.
2. Select the **Layout** tab.
3. In the **Cell Size** group, you will see an icon for “**Distribute Columns**” below an icon for “**Distribute Rows**.”

Use the Format Painter Tool

You can use the **Format Painter** on the **Home** tab to apply text formatting and some basic graphics formatting, such as borders and fills.

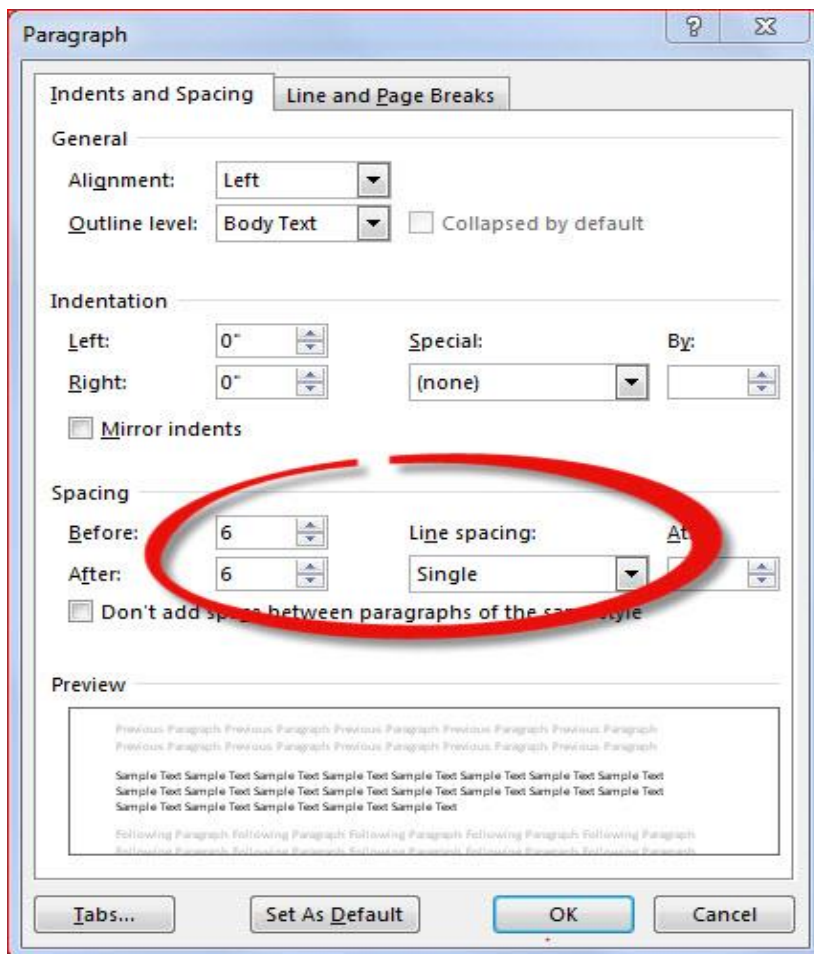
1. Select the text or graphic that has the formatting that you want to copy.
2. NOTE: If you want to copy text formatting, select a portion of a paragraph. If you want to copy text and paragraph formatting, select an entire paragraph
3. On the **Home** tab, in the **Clipboard** group, click **Format Painter**. [Video How-To!](#)
4. Select the text or graphic that has the formatting that you want to copy.
5. NOTE: If you want to copy text formatting, select a portion of a paragraph. If you want to copy text and paragraph formatting, select an entire paragraph, including the paragraph mark.
6. On the **Home** tab, in the **Clipboard** group, click **Format Painter**.



Tip: Double clicking on the **Format Painter** allows you to “paint” the format multiple times within the document.

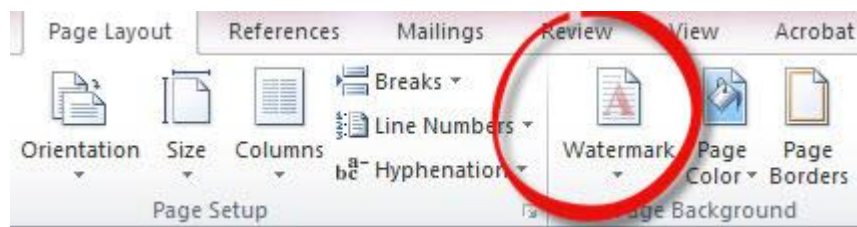
Use the Paragraph Function: Line Spacing

1. To set the line spacing or the spacing before or after a paragraph or bullet, locate the line and paragraph spacing feature in the paragraph section under the **Home** tab, and set the desired spacing.
2. To change line spacing within a document or apply a change to the entire document, highlight the specific section OR the document in its entirety and follow the directions above. [Video How-To!](#)
3. Note: On some occasions line spacing may be erratic. This can often be corrected by ensuring that the check box next to the “Don’t add space between paragraphs of the same style” is not checked.



Add, Delete, or Change a Watermark

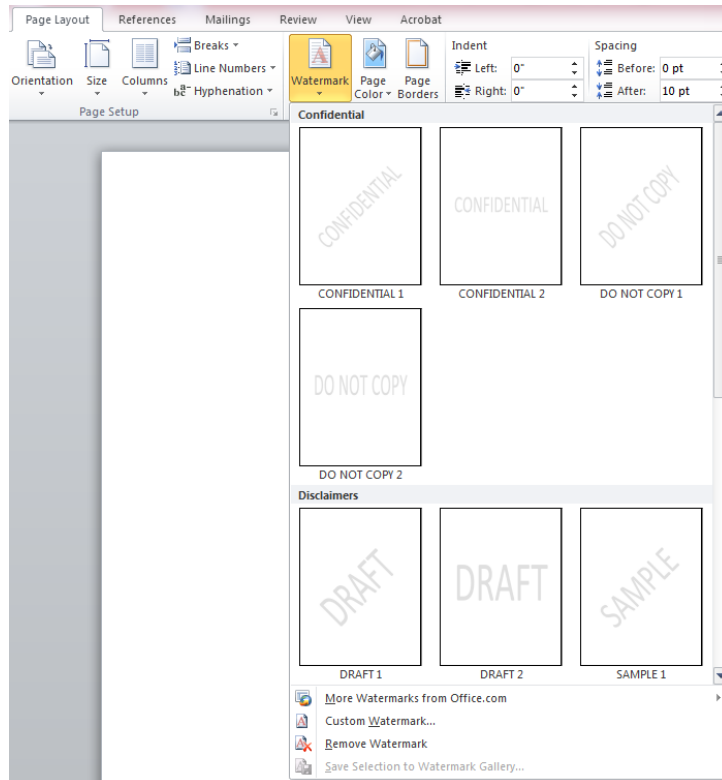
1. Locate the **watermark** feature in the **page background** section of the **Page Layout** tab (**Design** tab for Word 2013).



2. Click on the arrow under **Watermark** and select the desired option. You will find popular watermarks to click on and apply to your document, as well as options to remove the watermark or customize your own specific background. [Video How-To!](#)
3. Users can also create a Custom Watermark (e.g., Do Not Distribute, etc.) by clicking **Custom Watermark**.



Tip: When inserting a watermark, you can format the watermark horizontally or vertically by selecting the appropriate layout radio button when inserting a Custom Watermark.

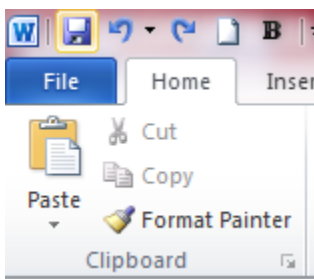


Save a Word Document as a PDF

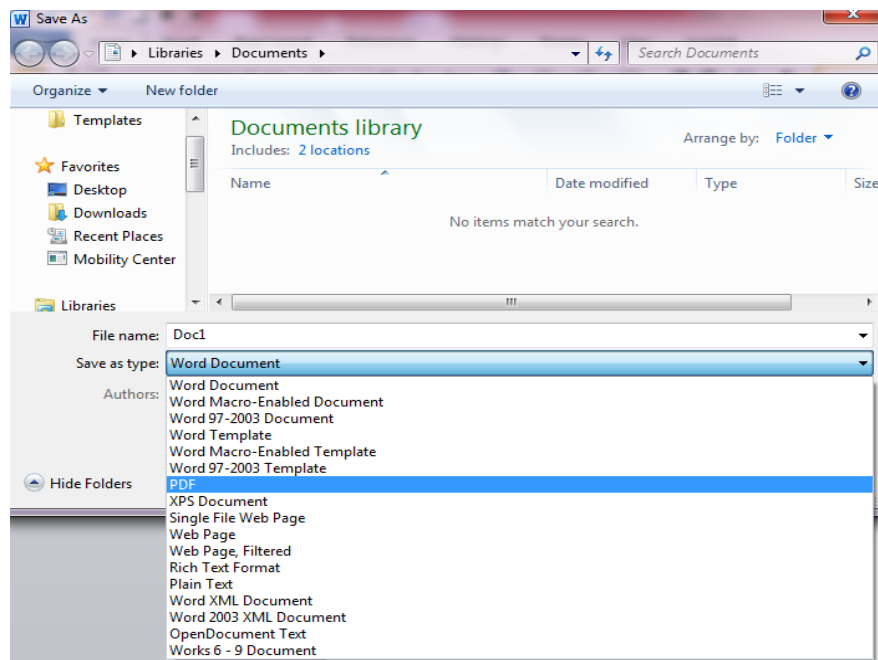
There are two ways to save a Word document as a PDF: 1) **save** as a PDF from within an open Word document; or 2) **convert** the Word document to a PDF.

Save from an open Word document:

1. Locate the **Save** feature by clicking on the **File** tab at the top left corner of the screen.

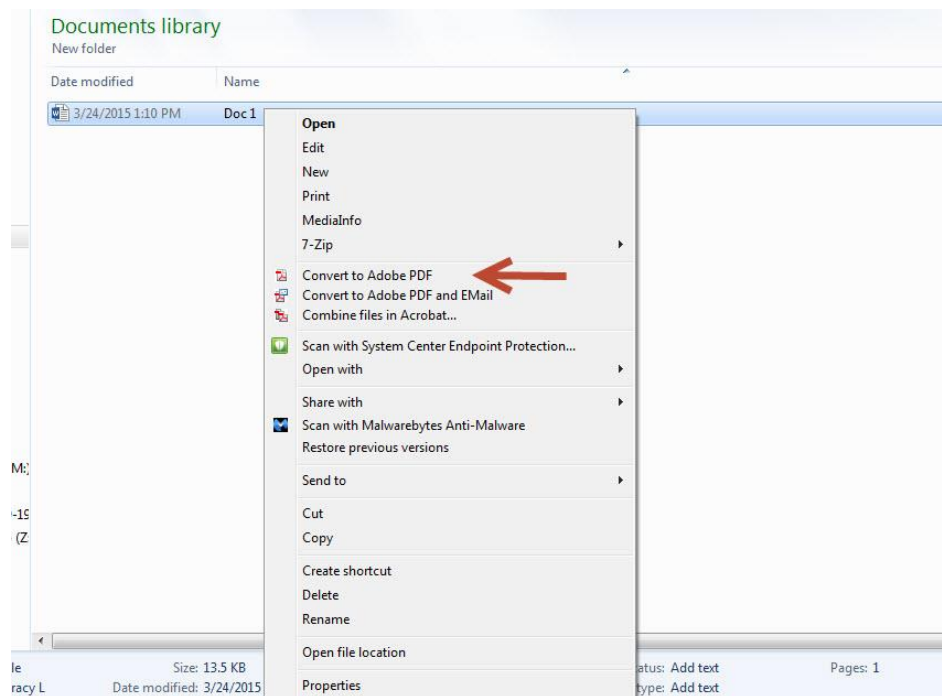


2. Click on **Save**. Once you have named your document and chosen a location to save it, click on **Save as Type**, choose **PDF** from the dropdown box, and click **OK**. [Video How-To!](#)

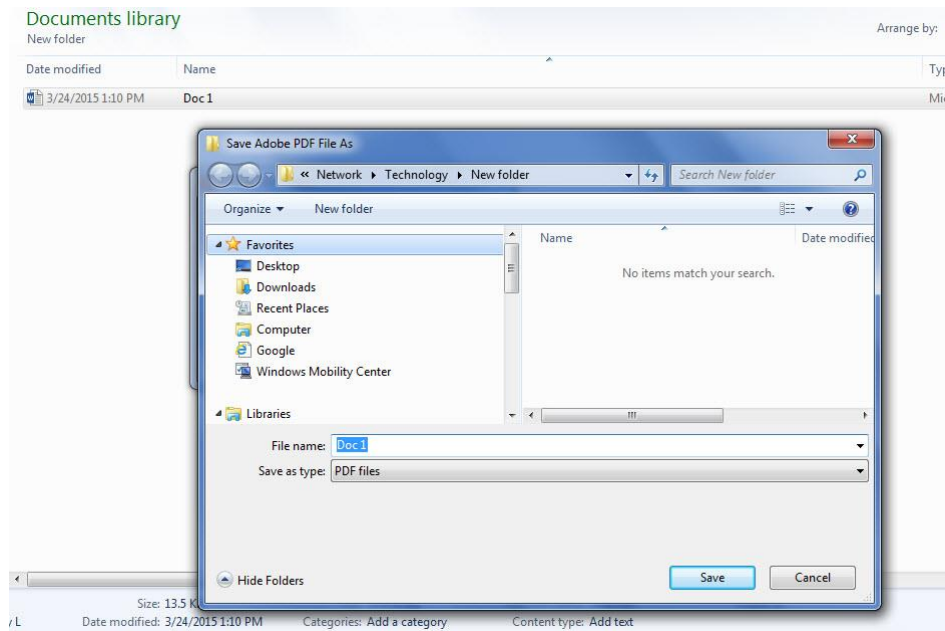


Convert a Word document to a PDF:

1. Right click on the name of the document and choose **Convert to Adobe PDF** from the dropdown menu.



2. Click **Save** when the following menu appears. The document will automatically save and open as a PDF.



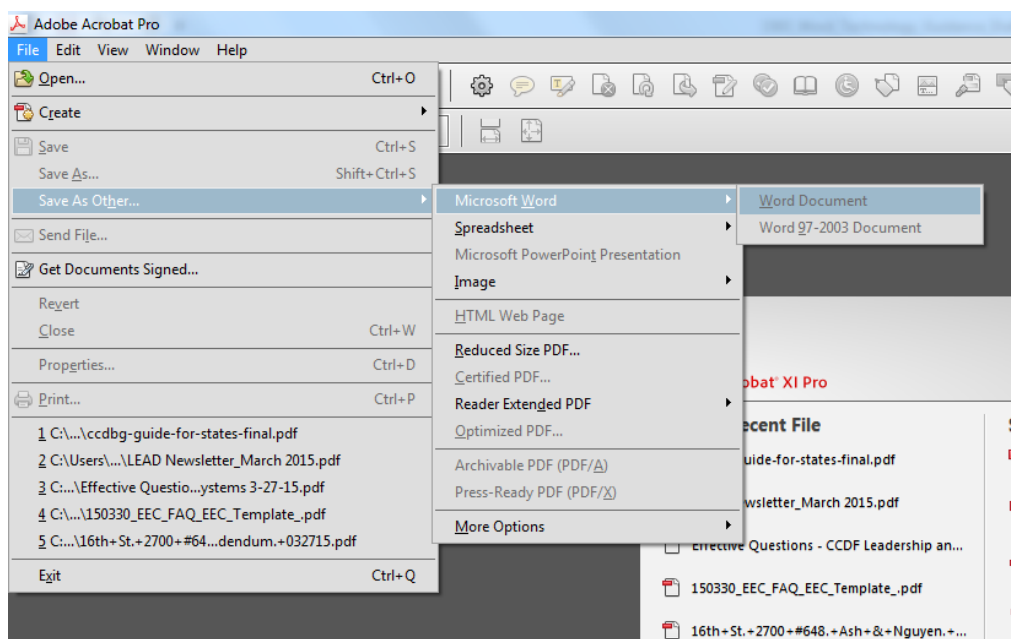
Save a PDF as Word Document

Users with Adobe Pro installed can create Word Documents from PDF if the PDF document was originally developed as Word document.

1. Select and open the PDF document you want to convert
2. Once this PDF is open within Adobe Pro, select File→Save As→Save As Other→ Microsoft Word. [Video How-To!](#)

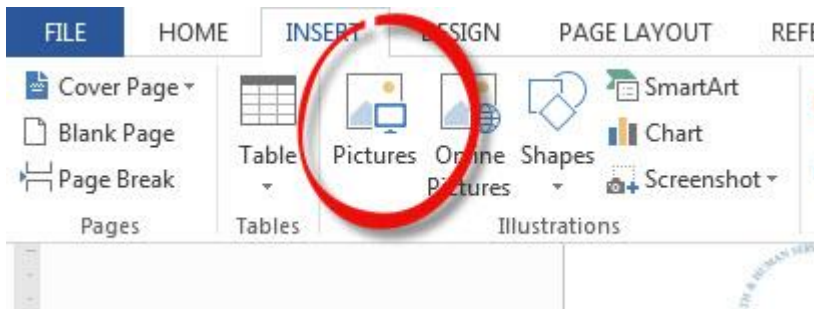


Tip: While this conversion works well on text, things like table formatting, images, smart art, etc. don't always translate well. Always make sure to carefully review the new word document for formatting issues.



Insert Objects or Pictures and Format Adjacent Text

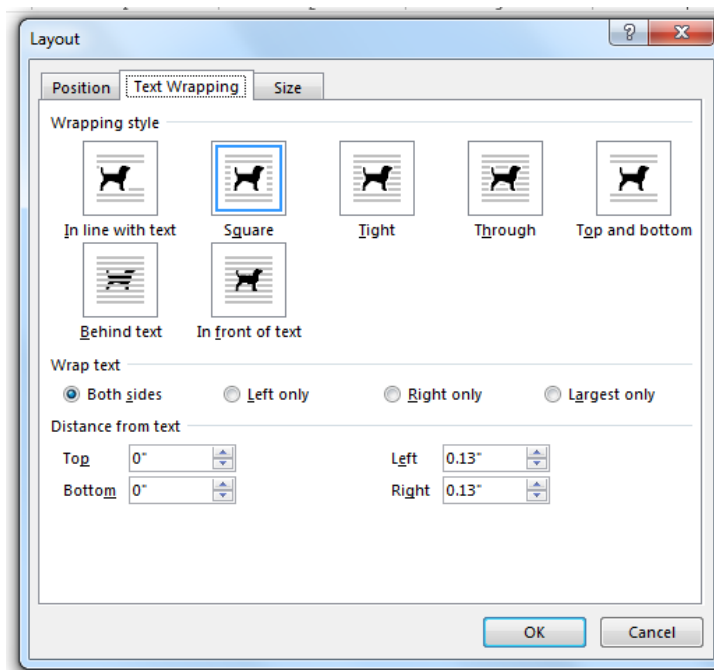
1. To insert a picture, first ensure that you have the picture file saved on your computer.
2. Then, within Word, select **Insert** and then click **Pictures**.



3. Navigate to the file location and select **Insert**.

Format Adjacent Text

1. When inserting a picture where additional text is to surround the picture, you can move the picture into place by right clicking the picture and selecting **Size and Position**.
2. A dialogue box will appear and you will want to select **Text Wrapping**.
3. Depending on where you want the picture in relation to the text, you will select the appropriate option, most often the option selected will be the "**Tight**" option. Enhanced flexibility for picture placement can also be achieved by selecting the "**Through**" option. [Video How-To!](#)



Training and Tutorials

- ◆ **General Word Guidance**

- [Top Tips MS Word](#)

- [Microsoft Office and Microsoft Word Basics](#)

- ◆ **Formatting Tables**

- [Tables I: Get Acquainted with Tables](#)

- [Rows & Columns in Word 2010](#)

- [Editing Table Structure](#)

- ◆ **Using the Paragraph Function: Line Spacing**

- [Adjust the Line Spacing Between Text or Paragraphs](#)

- [Set Line Spacing in Word 2010](#)

- ◆ **Adding, Deleting, and Changing Watermarks**

- [Insert a Watermark or Change a Watermark](#)

- [Set Watermark in Word 2010](#)

- ◆ **Saving a Document as PDF**

- [Save a Document as a PDF \(for all Microsoft Office applications\)](#)

- ◆ **Creating Templates**

- [Save a Word Document as a Template](#)